

AMENDMENT
OFFICER VACANCY ANNOUNCEMENT
FOR APPOINTMENT/INITIAL APPOINTMENT TO THE
TEXAS AIR NATIONAL GUARD

POSITION: Force Support Commander

ANNOUNCEMENT: 136-17-19

AFSC: C038P3

ISSUE DATE: 28 Oct 2016

POSITION #: 0980509

CLOSING DATE: 28 Nov 2016

GRADE: Lt Col/O-5

LOCATION: 136th Mission Support Group
NAS/JRB, Fort Worth Texas 76127

Remarks: **TRAINEES WILL NOT BE ACCEPTED. If selected, applicant will start 1 Jan 2017.**

Applications must arrive at the 136 AW/Military/AGR Application Inbox at the following e-mail address: (usaf.tx.136-aw.mbx.Military-AGR-Application@mail.mil) no later than **2359 Central Time** on the closeout date of the job announcement. Applications must be complete upon initial submission in one single PDF package, not to exceed 6 MB and with the proper naming convention of Last Name- Announcement number (i.e. Last Name-136-XX-XX). Applications submitted in pieces will not be accepted and automatically disqualified. All packages must be redacted for Personal Identifiable Information (PII). Copies of official transcripts will be accepted, if they are required per the announcement. If selected for the job announcement, official transcripts will be required at a later date. Incomplete packages, packages not meeting mandatory criteria, or packages received after the close out date as indicated on the job announcement will **NOT** be considered.

Applications will be reviewed no earlier than three business days prior to the close out date. Qualification/Disqualification letters will be emailed to each applicant NLT 10 days after the announcement close out date. If you need to update a previously submitted package and it is before the closed out date, you must send a new complete package with the updated information. Sending only the updates will disqualify your package as incomplete packages are not accepted. Email constraints limit the size of an application to 6 MB and will need to be named in the subject line as Update Last Name-Announcement number in the following format (i.e. "Update Last Name-136-13-34")

ITEMS REQUIRED FOR: USAF, AF RESERVES OR ANG COMMISSIONED OFFICERS:

1. A completed AF Form 1288 (Application for Reserve Assignment) - can be obtained from <http://www.e-publishing.af.mil>
2. Copies of Last 3 OPRs
3. Resume with both civilian and military work experience
4. Records review rip - can be obtained from vMPF, your Commander Support Staff, or your servicing MPF
5. Letter of introduction
6. Current passing fitness test
7. Letters of recommendation (Optional: 3 Max, One from current supervisor).

ITEMS REQUIRED FOR: ALL OTHER APPLICANTS

1. Completed AF Form 24 (Application for Appointment) - can be obtained from <http://www.e-publishing.af.mil>
AF Form 24 and resume will be detailed chronologically of civilian and military experience with special emphasis on areas of experience and education related to position
2. **Copies of Last 3 Officer Evaluations**
3. **Resume with both civilian and military work experience**
4. Certified Copy of college transcripts
5. Cover letter
6. Letters of recommendation (Optional: 3 Max, One from current supervisor).

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PERSONAL INTERVIEWS: Applicants must be available for interview. Applications will be reviewed and qualified applicants will be notified to meet the Selection Board. Applicants will be notified by phone/mail of interview time and place. Payment for travel is **NOT AUTHORIZED**.

REASONABLE COMMUTING DISTANCE: Vacancies will normally be filled from personnel who are within or are willing to move within reasonable commuting distance of the military unit.

NOTE All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, political affiliation, kinship, and other non-merit factors.

POSITION QUALIFICATIONS

1. Specialty Summary. Define, develop, shape, sustain, and deliver mission-ready Airmen across the Total Force. Responsibilities include defining Air Force Manpower and Organization Requirements, managing Human Resources, managing and providing Education and Training Requirements, regenerating Airmen, feeding Airmen, developing Human Capital Strategies, applying Laws and Policies, compensating Airmen, providing Force Readiness and Quality of Service Programs, and serves as senior staff advisor to commanders. Related DoD Occupational Group: 150000, 156000, 157000, 270200, 270300, 271400, 280500.

2. Duties and Responsibilities:

2.1. Formulate personnel plans and programs and develop policy to guide their implementation and execution. Translates program policy into directives, publications, and training manuals.

2.2. Participate in total force adaptive planning and execution in support of combatant commanders from peacetime through mobilization, contingency operations and demobilization. Access manpower, personnel, and equipment availability for UTC posturing and management.

2.3. Develop, control, program and allocate manpower resources in support of the Air Force planning, programming, budgeting and execution process. Analyze and determine force composition.

2.4. Determine Total Force manpower requirements across the spectrum of Air Force capabilities. Employ industrial and management engineering methodologies to develop manpower determinants and standards. Manage allocation of military and civilian resources through execution and management of the UMD. Conduct management advisory studies.

2.5. Develop, test, evaluate, and maintain Air Force recognized organization structure. Analyze and process organization change actions to activate, inactivate, re-designate, and reorganize unit structures.

2.6. Administer Air Force performance management and productivity programs. Assess and document organizational performance. Advise on process improvement, best practices and recognizes optimal performance.

2.7. Oversee and conduct strategic sourcing studies.

2.8. Develop and execute the full spectrum of total force personnel programs to accomplish accession planning and processing, classification and utilization, promotion, recognition, evaluation, reenlistment, assignment action, retraining, retirement, disciplinary, force development and force shaping programs.

2.9. Establish Air Force education and training policy requirements. Manage programs to include developmental education, voluntary education, advanced academic education, promotion testing, and libraries.

2.10. Manages equal opportunity and sexual assault prevention and response programs. Assess and advise commanders at all levels on the human relations environment. Provide counseling, education, and complaint processing.

2.11. Leads and supervises contingency training and operations with an emphasis on specific capabilities and processes focused on expeditionary organizations and command relationships, feeding operations, lodgment of forces, mortuary affairs, casualty reporting, force accountability, fitness, recreation, learning resource centers, protocol, and NAF resale operations for both peace and wartime operations.

2.12. Develop and administer fitness programs designed to keep the Total Force fit and regenerate Airman and families.

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- 2.13. Develop recreational programs to include sports management, tournaments, and special entertainment designed to regenerate the Total Force.
- 2.14. Lead Quality of Service programs and business operations. Establish and maintain sound appropriated and non-appropriated fund financial and corporate standards with internal controls. Establish short- and long-range plans to include growth and facility/equipment improvement and/or replacement.
- 2.15. Develop, administer, and monitor Airman and Family Programs ensuring compliance with policies and standards.
- 2.16. Institute customer service practices designed to meet the needs of commanders, supervisors and the force at large in peacetime and wartime operations.

3. Specialty Qualifications:

- 3.1. Knowledge. Knowledge of the following core competencies is mandatory: Force Development, Career Development, Force Management, Civilian Employee Management, Requirements Determination, Organization Principles, Performance Management, Manpower Resource Allocation, Customer Support, Readiness, Food Operations, Fitness Operations, Lodging Operations, Recreation, Protocol, Resource Management, Mortuary Affairs, Casualty, SAPR, EO, Resiliency and Quality of Service Programs.
- 3.2. Education. For entry education requirements see [Appendix A, 38P CIP Education Matrix](#).
- 3.3. Training. For award of AFSC 38P3, completion of the Personnel Officer Initial Skills Training (IST) Course including Officer Field Education (OFE) is mandatory.
- 3.4. Experience. For award of AFSC 38P3, a minimum of 24 months of experience is mandatory.

E-mail APPLICATIONS TO: usaf.tx.136-aw.mbx.Military-AGR-Application@mail.mil

Subject Line: Last Name-Announcement number (i.e. Smith-136-XX-XX)

Questions can be e-mailed to: usaf.tx.136-aw.mbx.Military-AGR-Application@mail.mil

Subject Line: Question-Announcement number (i.e. Question-136-XX-XX)